

FY 11 CALENDAR (OCTOBER 2010 - SEPTEMBER 2011)

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COURSE TITLE:	<i>COR 222</i>
VENDOR:	Defense Acquisition University Mid-Atlantic Region 23330 Cottonwood Parkway, Suite 200 California, MD 20619
LOCATION:	Defense Acquisition University Mid-Atlantic Region
DATE:	13-16 December 10 21-24 February 11 16-19 May 11 29 August- 01 September 11
TIME:	8:00 a.m.-4:00 P.M.
DESCRIPTION:	This course will provide an overview of the Contracting Officer's Representative's responsibilities, focusing on pre-and post-contract award duties using numerous case-based scenarios. This course has a test on the last day. Certificates are awarded for successful completion. Course meets OSD requirement for COR Training.
OBJECTIVE:	At the conclusion of this course, students will be able to: <ul style="list-style-type: none"> ❖ Understand COR responsibilities to ensure that contractors comply with all contract requirements and that overall performance is commensurate with the level of payments made throughout the life of the contract ❖ Participate in the acquisition planning and contract award process. ❖ Identify unethical conduct and instances of fraud/waste/abuse. ❖ Assist the Contracting Officer in dealing with contract administrative planning, processing changes, equitable adjustments, claims, disputes, appeals, post-award action, and other duties as relevant to the contact type.
AUDIENCE:	Military and Civilian Acquisition Personnel who are current and prospective CORs.
NOMINATIONS:	PAX RIVER NAVAIR TEAM employees should submit a planned training request through the Navy ERP Portal via: https://ep.erp.navy.mil NOTE: Contractor personnel are not eligible to attend.
LENGTH:	4 ½ Days
COST:	None
POC:	(301) 757-9103

COURSE TITLE:	<i>FRAMING OF EARNED VALUE MANAGEMENT (EVM) FOR IPTs</i>
VENDOR:	4.2 Program Support and Training (PS&T)
LOCATION:	Employee Development Center, Building #2189
DATE:	20 October 10 17 November 10 15 December 10 19 January 11 16 February 11 19 April 11 29 June 11 30 August 11 27 September 11
TIME:	8:00 a.m.-4:00 p.m.
DESCRIPTION:	This course will provide an overview of Earned Value Management within the NAVAIR Acquisition environment. The NAVAIR professional will learn the difference between “EV” analysis and “EVM”. They will learn when EVM is required on a program, and its value in providing a structure supporting management decision and action. This course is appropriate for all experience levels within NAVAIR
OBJECTIVES:	At the conclusion of this course the students will be able to: <ul style="list-style-type: none"> ❖ Explain their role in Earned Value Management; ❖ Explain the rationale and benefits for using an Earned Value Management; Approach to improve Performance Management; ❖ Describe the 5 categories of the 32 EV guidelines and their major emphasis; ❖ Recognize the 10 step Performance Measurement Baseline development process; and ❖ Describe the basic concepts behind the practice of Earned Value Management.
AUDIENCE:	Anyone with program/project management responsibility at any level within a competency or a program office.
PREREQUISITES:	1 Year Experience
NOMINATIONS:	PAX RIVER NAVAIR TEAM employees should submit a planned training request through the Navy ERP Portal via: https://ep.erp.navy.mil NOTE: Contractor personnel are not eligible to attend.
LENGTH:	1 Day
COST:	None
POC:	(301) 757-9103

COURSE TITLE:	<i>FUNDAMENTALS OF SCHEDULING</i>
VENDOR:	4.2 Program Support and Training (PS&T)
LOCATION:	Employee Development Center, Building #2189
DATE:	18 November 10 16 December 10 20 January 11 17 February 11 20 April 11 30 June 11 31 August 11 28 September 11
TIME:	8:00a.m.-4:00 p.m.
DESCRIPTION:	This is a course targeted at the acquisition professional that needs basic information about managing and interpreting project schedules as it pertains to an acquisition program. This course is appropriate for those who work within a program office or competency and need to be able to interpret schedule derived data and information from their contractors and schedule analyst. This course is also appropriate as an introductory course for schedule analysts and in-house schedulers.
OBJECTIVES:	At the conclusion of this course the students will be able to: <ul style="list-style-type: none"> ❖ Understand the basic concept of a schedule; ❖ Define scheduling terms that a member of a program office might be exposed to; ❖ Articulate their role as it relates to managing the schedule; ❖ Explain interactions between the Integrated Master Schedule and the baseline development process on DoD programs; ❖ Discuss the more advanced concepts of scheduling and how they might be used in the planning and execution of a project.
AUDIENCE:	Acquisition professionals with schedule or project management responsibility.
NOMINATIONS:	PAX RIVER NAVAIR TEAM employees should submit a planned training request through the Navy ERP Portal via: https://ep.erp.navy.mil NOTE: Contractor personnel are not eligible to attend.
LENGTH:	1 Day
COST:	None
POC:	(301) 757-9103

COURSE TITLE:	<i>HOW WASHINGTON WORKS</i>
VENDOR:	Whitney, Bradley & Brown, Inc. 11790 Sunrise Valley Drive Reston, VA
LOCATION:	Employee Development Center, Building #2189
DATE:	05 April 11 23 August 11
TIME:	8:00 a.m.-4:00 p.m.
DESCRIPTION:	<p>This training is to provide NAVAIR IPT Leads, Program Office Personnel, and Competency Personnel an introduction to the key players, terminology and processes of the Washington Arena that impact the day to day operations of NAVAIR Programs. The following curriculum is planned:</p> <ul style="list-style-type: none"> ❖ Capabilities-Based Planning/Joint capabilities Integration and Development System (JCIDS); ❖ Acquisition; ❖ Planning, Programming, Budgeting and Execution Process (PPBE)
OBJECTIVES:	This course is to provide NAVAIR IPT Leads, Program Office Personnel and Competency Personnel an introduction to the three key processes in the Washington/Pentagon arena that are critical to the success of NAVAIR Programs.
AUDIENCE:	NAVAIR IPT Leads, Program Office Personnel, Competency Personnel, DAWIA Coded Positions
NOMINATIONS:	<p>PAX RIVER NAVAIR TEAM employees should submit a planned training request through the Navy ERP Portal via: https://ep.erp.navy.mil</p> <p>NOTE: Contractor personnel are not eligible to attend.</p>
LENGTH:	1 Day
COST:	None
POC:	(301) 757-9103

COURSE TITLE:	<i>INTRODUCTION TO ACQUISITION ENVIRONMENT</i>
VENDOR:	Whitney, Bradley & Brown 22299 Exploration Drive Exploration IV, Suite 104 Lexington Park, MD 20653
LOCATION:	Employee Development Center, Building #2189
DATE:	02 December 10
TIME:	8:00 a.m.-4:00 p.m.
DESCRIPTION:	This is a basic course targeted at the acquisition professional that needs basic information about scheduling as it pertains to an acquisition environment. This course is appropriate for those who work within a program office and need to be able to interpret schedule derived data and information from their contractors and analyst. This course is appropriate for those who work within a program office and need to be able to interpret schedule derived data and information from their contractors and analyst. This course is also appropriate as an introductory course for schedule analysts and in-house schedulers. This course is instructor led and uses lecture format with demonstrations and exercises throughout. This course has a test.
OBJECTIVE:	At the conclusion of this course the students will be able to: <ul style="list-style-type: none"> ❖ Understand the basic concept of a schedule; ❖ Define scheduling terms that a member of a program office might be exposed to; ❖ Articulate their role as it relates to managing the schedule; ❖ Explain interactions between the Integrated Master Schedule and the baseline development process on DoD programs; ❖ Discuss the more advanced concepts of scheduling and how they might be used in the planning and execution of a project.
AUDIENCE:	Anyone with schedule responsibility. The class “Fundamentals of Earned Value Management” is highly recommended as a pre-requisite.
NOMINATIONS:	PAX RIVER NAVAIR TEAM employees should submit a planned training request through the Navy ERP Portal via: https://ep.erp.navy.mil NOTE: Contractor personnel are not eligible to attend.
LENGTH:	1 Day
COST:	None
POC:	(301)757-9103

COURSE TITLE:	<i>LEADING PRODUCT TEAMS (DAU)</i>
VENDOR:	Defense Acquisition University Mid-Atlantic Region
LOCATION:	Defense Acquisition University Mid-Atlantic Region 23330 Cottonwood Parkway California, MD 20619
DATE:	08-10 March 11 26-28 April 11
TIME:	8:00 a.m.-4:00 p.m.
DESCRIPTION:	The DAU Leading Product Teams class is a three-day course designed to emphasize best practices of leading and maintaining high-performing teams. During this training you will learn the advantages and barriers to successful team performance using practical examples and exercises. There are no prerequisites for this training.
OBJECTIVE:	The objective of this course is to facilitate the understanding of: <ul style="list-style-type: none"> ❖ The characteristics of an effective team. ❖ Integrated Product and Process Development and Integrated Project Teams. ❖ Tenets of team leadership. ❖ Empowerment of teams. ❖ Coaching team members. ❖ Managing Conflict. ❖ How to lead teams in an environment of change.
AUDIENCE:	Acquisition workforce members (military, civilian, contractor support) with functional expertise but little team building or leadership experience.
NOMINATIONS:	PAX RIVER NAVAIR TEAM employees should submit a planned training request through the Navy ERP Portal via: https://ep.erp.navy.mil NOTE: Contractor personnel may attend on a space-available basis. To apply, fax the Course Coordinator (301-342-4523) a completed Contractor Nomination Form which can be found on the Total Force Strategy and Management Department website at: http://www.navair.navy.mil/TFSMD/training/indextraining.html
LENGTH:	3 Days (24 DAWIA Continuous Learning Points for Acquisition-Coded Employees)
COST:	None
POC:	(301)757-9103

COURSE TITLE:	<i>NAVAIR PROCUREMENT PROCESS OVERVIEW</i>
VENDOR:	Naval Air Systems Command Patuxent River, MD
LOCATION:	Employee Development Center, Building #2189
DATE:	29-31 March 11 23-25 August 11
TIME:	8:00 a.m.-4:00 p.m.
DESCRIPTION:	<p>NAVAIR's Procurement Process Overview 3-day training will provide information, materials and methods to IPT leads and supporting program office personnel training on roles and responsibilities, basic policy and procedures, and key considerations of the NAVAIR Procurement Process IAW new acquisition instructions. The training will also provide practical applications in preparing and processing procurement documents and integrating supporting requirements (i.e., Statement of Work, Specifications, Contract Data Requirements List's (CDRLs), Data Item Descriptions (DID's) Sections B-H, J, L, and M, and other documents/attachments required in the procurement process).</p> <p>Acquisition Workforce members may request 24 Continuous Learning points for participation in this 3-day training.</p>
OBJECTIVE:	To increase employees' understanding of NAVAIR's Procurement Process in the areas of: Sections B-H & J, Data Management, Navy ERP SPS PR, Security, Small Business/Market Research, Configuration Management, Technical Data Packages/ Data Rights, Comptroller, Source Selection, Clinger-Cohen Act, and Contracting.
AUDIENCE:	The intended audience for this course includes: IPT Leads and program office support, Director of Logistics, Assistant Program Managers (Logistics, Systems Engineering, Training, etc.), Business Financial Managers, Contracts and Comptroller Personnel, Configuration and Data Managers, GFE Managers, Contractors, and PID Originators.
NOMINATIONS:	<p>PAX RIVER NAVAIR TEAM employees should submit a planned training request through the Navy ERP Portal via: https://ep.erp.navy.mil</p> <p>NOTE: Contractor personnel may attend on a space-available basis. To apply, fax the Course Coordinator (301-342-4523) a completed Contractor Nomination Form which can be found on the Total Force Strategy and Management Department website at: http://www.navair.navy.mil/TFSMD/training/indextraining.html</p>
LENGTH:	3 Days
COST:	None
POC:	(301) 757-9103

COURSE TITLE:	<i>NAVAL AVIATION CONFIGURATION MANAGEMENT EXPERTISE DEVELOPMENT (NACMED) WORKSHOP</i>
VENDOR:	Sierra Management & Tech Inc. California, MD
LOCATION:	Employee Development Center, Building #2189
DATE:	18-21 October 10
TIME:	8:00 a.m.-4:00 p.m.
DESCRIPTION:	Facilitator's present Configuration Management (CM) Principles and NAVAIR standards, procedures and CM practices while participants interact on how they implement these principles, standards, and procedures on their affiliated programs. Demonstrations, simulation, facilitator and guest lectures, subject matter expert visits and team building exercises enhance this workshop environment.
OBJECTIVE:	The participants gain or improve skill sets that will enable them to perform as an active member of the NAVAIR Configuration Management community or to be able to support the efforts of those who perform these functions. This Workshop is an essential element of certification for Change Control Board Membership.
AUDIENCE:	DAWIA Coded/Civilian & Military ONLY
NOMINATIONS:	PAX RIVER NAVAIR TEAM employees should submit a planned training request through the Navy ERP Portal via: https://ep.erp.navy.mil NOTE: Contractor personnel are not eligible to attend.
LENGTH:	4 Days
COST:	None
POC:	(301) 757-9103

COURSE TITLE:	<i>PROGRAM MANAGEMENT HOT TOPIC FORUM</i>
VENDOR:	Whitney, Bradley & Brown 11790 Sunrise Drive Reston, VA
LOCATION:	Employee Development Center, Building #2189
DATE:	24 February 11 28 June 11
TIME:	8:00 a.m.-4:00 p.m.
DESCRIPTION:	The Program Management Hot Topic Forum is to provide a focused update on the latest changes in processes and organizations. Discussions planned are Strategic Overview of Changes in Washington Environment, JCIDS, Acquisition Process, Planning, Programming, Budgeting, and Execution System (PPBE), New Congress & Administration.
OBJECTIVE:	To provide NAVAIR PMs/DPMs/Senior IPT Leads/APEOs with current changes to the JCIDS, PPBE and Acquisition Processes to include the key Navy/OSD/Joint Staff/Congressional interfaces that are critical to the success of NAVAIR Programs.
AUDIENCE:	NAVAIR PMs, DPMs, Senior IPT Leads/APEOs. DAWIA Coded Positions
PREREQUISITES:	Acquisition Workforce Member
NOMINATIONS:	PAX RIVER NAVAIR TEAM employees should submit a planned training request through the Navy ERP Portal via: https://ep.erp.navy.mil NOTE: Contractor personnel are not eligible to attend.
LENGTH:	½ Day
COST:	None
POC:	(301) 757-9103

COURSE TITLE:	<i>STATEMENT OF WORK WORKSHOP</i>
VENDOR:	Defense Acquisition University Mid-Atlantic Region 23330 Cottonwood Parkway, Suite 200 California, MD 20619
LOCATION:	Defense Acquisition University Mid-Atlantic Region
DATE:	09-10 November 10 22-23 February 11 17-18 May 11 30-31 August 11
TIME:	8:00 a.m.-4:00 p.m.
DESCRIPTION:	The Statement of Work (SOW) Workshop is a two-day course designed to familiarize IPT Leads with the attributes of a well written SOW. It will provide some general guidance on the purpose of SOW, cover the applicable guidance documents to write a Statement of Work (SOW). The instruction will include facilitated discussion, case studies and a class exercise.
OBJECTIVES:	At the conclusion of this course the students will: <ul style="list-style-type: none"> ❖ Have a basic understanding for writing a Statement of Work ❖ Understand the purpose of a SOW, review DoD guidance documents and NAVAIR specific guidance. ❖ Be able to apply critical thinking to SOW writing; what attributes apply and what do not; review good and poorly written SOW examples ❖ Understand SOW development processes and are able to write a SOW based on specific need. ❖ Have an understanding of NAVAIR specific SOW policy, guidance, and tools.
AUDIENCE:	Military and Civilian personnel who have responsibility either within a competency or a program office to write, read, review Statements of Work.
NOMINATIONS:	PAX RIVER NAVAIR TEAM employees should submit a planned training request through the Navy ERP Portal via: https://ep.erp.navy.mil NOTE: Contractor personnel are not eligible to attend.
LENGTH:	2 Days
COST:	None
POC:	(301) 757-9103

COURSE TITLE	<i>TECHNICAL DATA RIGHTS/INTELLECTUAL PROPERTY (IP) WORKSHOP</i>
VENDOR:	AIR 6.8
LOCATION:	Employee Development Center, Building # 2189
DATE:	26-27 October 10 03-04 November 10
TIME:	8:00 a.m.-4:00 p.m.
DESCRIPTION:	The training course, via lecture and workshop activity, provides the Technical Data-based Disciplines with a better understanding of the Federal Acquisition Regulation (FAR) and Defense Federal Acquisition Regulation Supplement (DFARS) requirements and linked USG policies utilized in acquiring and managing the proper data rights-while avoiding common pitfalls – associated in fulfilling program requirements, such as program acquisition strategy, impacts to Total Ownership Costs, contract language and implementation, and life cycle impacts/activities.
AUDIENCE:	US Government Journeymen/Level II & III Acquisition Professionals familiar with Technical Data & Acquisition & Contracting Processes.
NOMINATIONS:	PAX RIVER NAVAIR TEAM employees should request training through the Employee Self Service Portal by logging into Navy ERP via: https://ep.erp.navy.mil NOTE: Contractor personnel may not attend.
LENGTH:	2 Days
COST:	None
POC:	(301)757-9103